



The City of Hialeah, Florida (hereinafter referred to as the "City"), is hereby soliciting Bids from all qualified companies, entities or organizations to supply the City of Hialeah Fire Department's stations with linen and laundry services. Any qualified company ("Person") wishing to submit a Bid shall comply with the requirements contained in this Invitation to Bid ("ITB" or "Solicitation") for Linen and Laundry Services ITB Number: 2016-17-2000-36-001.

The objective of this ITB is to secure the services of an experienced and reliable contractor that is capable of timely and efficiently providing the City of Hialeah Fire Department's eight (8) fire and rescue stations with linen and laundry services, on an as needed, when needed basis. The City seeks proposals for a thirty six (36) month service agreement with an option to renew on a yearly basis for two (2) consecutive years.

Each Bid shall be submitted in two (2) separate sealed envelopes; one (1) envelope shall contain the "Qualifications Package" and the second envelope shall contain the "Cost Package". The outside of each sealed envelope must clearly indicate the name and number of this ITB (Linen and Laundry Services; ITB Number: 2016-17-2000-36-001); the Bidder's name and address; and the name and telephone number of the Bidder's contact person. Each envelope shall be marked as either the "Qualifications Package" or the "Cost Package."

Each Bid must be delivered to the City Clerk no later than the date and time specified below as the "Deadline for Submittal of Bids." Bids received after said date and time will not be considered. No time extensions will be granted. Each Bid must be delivered to the City of Hialeah, Office of the City Clerk, Hialeah City Hall, 3rd floor, 501 Palm Avenue, Hialeah, FL 33010.

The City's schedule for this Solicitation is as follows:

Event	Date	Time
Advertisement Date:	Monday December 5, 2016	
Last Date for Receipt of Written Questions:	Monday December 19	2:00 PM
Deadline for Submittal of Bids:	Thursday January 5	2:00 PM
Evaluation of Responses:	January	
City Council Contract Approval Date:	Tuesday January 24	7:00 PM

(The City reserves the right to delay or modify scheduled dates and will notify Bidders of all changes in scheduled dates.)

Copies of this Solicitation may be obtained from the Purchasing Department.

ACCEPTANCE AND REJECTION OF BIDS

Each Bidder should carefully review the entire text of the City's Solicitation. The Solicitation describes the City's rights and the Bidder's obligations under this Solicitation. Among other things, the City reserves its right to: reject any or all Bids, with or without cause; waive minor irregularities with regard to the Bid requirements and the Bids received; and award the City's work to a Bidder that is responsive, responsible, and provides the best overall value to the City, as determined by the City in its discretion. By submitting a Bid in response to this Solicitation, a Bidder acknowledges that it accepts all of the terms, conditions, and limitations imposed on the Bidder by this Solicitation.

A Bid may be withdrawn prior to the deadline for submitting Bids to the City under this ITB. Any Bid that is not withdrawn in time shall constitute an irrevocable offer to provide the services requested herein. The offer shall remain in effect for the period of one hundred eighty (180) days after the deadline for submitting the Bid.

Please be advised that this Solicitation is issued subject to the City of Hialeah's Code of Ordinances. Communications with the Mayor, City Council, and City Staff are restricted, as specified in Sections 6.5 and 6.18 of this Solicitation.

We look forward to your active participation in this Solicitation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Angel Ayala', with a stylized flourish at the end.

Angel Ayala

Angel Ayala
Acting Purchasing Director